

Summer Student Position – Summer Administrative Assistant

This 4 day / week position will begin May 23rd (ASAP) until August 26th, 2022. Position pays \$20.00 / hour, 30 hours / week, with deductions taken.

Student applicants must be 29 or younger and returning to post-secondary studies in September 2022. Preference will be given to those in the field of study in the disability service worker/social work programs, or education studies.

The duties may include assistance with administrative support to the Executive Director, working on special projects, fundraising and membership events, as well as other general office tasks as needed or assigned. Will also assist with Association communications and development of social media announcements. Possible opportunities to be involved in grant research, writing and opportunities. Will also provide supports to staff, participants in programming or events as assigned.

Requires competent computer skills, first aid/CPR and the availability of a vehicle.

This is an opportunity for experience with children who have special needs, in a not for profit charity environment.

Please submit a resume to info@downsyndromepeterborough.ca no later than May 12th, 2022, 5 PM.